ON-CAMPUS INTERVIEWING: LATE CANCELLATION & NO-SHOW PROCESS

Late cancellations or missed interviews are a hindrance to your success and leave a negative impact on Michigan State University and our relationships with employers. The following policy addresses this concern.

- **LATE CANCELLATION** is an interview cancellation within four days prior to a scheduled interview date. Handshake will only accept cancellations up to four days prior to a scheduled interview (including Saturday and Sunday).
  - For example: if your interview is on Monday, you must cancel your interview by midnight the Thursday prior to the interview date.

- **NO-SHOW**: is defined as not showing up for a scheduled interview.

LATE CANCELLATION & NO-SHOW POLICY

If you late cancel or no-show for an interview, you will not have access to the Handshake system until you complete steps to regain access.

If you **late cancel** your interview within four days prior to a scheduled interview, you must notify the appropriate center where your interview was scheduled. Access to your Handshake account will be temporarily suspended.

- **Career Services @ the Stadium**, Spartan Stadium Office Tower, (517) 884-1300, interviews@csp.msu.edu, 535 Chestnut Rd., 2nd Floor, Ste. 290
- **Russell Palmer Career Management Center**, The Eli Broad College of Business: (517) 432-0830, palmer@broad.msu.edu, 651 N Shaw Ln., Rm M120, Minskoff Pavilion
- All interviews at **Career Services - Student Services Building**, will be directed to the Spartan Stadium Career Center (517-884-1300)

If you are a **no-show** for an interview, the career center will automatically notify you via email that your access to Handshake has been suspended and the steps you must take to reactivate your account.

LATE CANCELLATION AND NO-SHOW APPEAL PROCESS:

- Draft a letter to be sent to the interviewer explaining why it was necessary to cancel the scheduled interview or why you did not show.
  - Sample apology letters can be found at: https://careernetwork.msu.edu/services-locations/handshake/handshake-student-info.html
- Send your draft apology letter to the appropriate career center for review (see contact information above) before sending it to the interviewer.
- Once approved, you will be notified by the career center that you can officially send your apology email to the interviewer, the letter should be the text of your email NOT an attachment.
- When you email your apology letter to the interviewer, you MUST also send the email to the career center, as an additional recipient or a “cc”.
- After the career center receives this email you sent to the interviewer, you will be reactivated on Handshake. (Please allow up to three business days for reactivation)

**Additional Violations: Missed practice interviews and SpartanLinks Career Exposure events requiring RSVP.**

**FIRST VIOLATION:**
If it is your first **late cancellation or no-show**, after review, the career center will reactivate your access to Handshake. This will count as a first violation and will be recorded in your Handshake account.

**SECOND VIOLATION:**
If it is your second **late cancellation or no-show**, the career center has the ability to **permanently deactivate** your access to Handshake. There is no appeal process for a second violation.